

# Application For Temporary Part-Time Library Employment



An Equal Opportunity Reasonable Accommodation Employer

PRINT CLEARLY AND NEATLY IN INK OR USE TYPEWRITER.

ANSWER ALL QUESTIONS COMPLETELY. SIGN THE APPLICATION **TITLE OF POSITION:** \_\_\_\_\_

1. **Name:** \_\_\_\_\_ 2. **Social Security #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle In.

3. **Address:** \_\_\_\_\_  
Street - Apt. # City State Zip Code

4. **Phone - Home:** \_\_\_\_\_ **Office:** \_\_\_\_\_ **Message:** \_\_\_\_\_

5. **Driver's License: #:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Class:** \_\_\_\_\_  
Is this license currently valid: **Yes** \_\_\_\_ **No** \_\_\_\_

6. Are you at least 16 years old? **Yes** \_\_\_\_ **No** \_\_\_\_ Upon hiring, you will be required to show proof.

7. Are you a United States citizen or a legally registered alien? **Yes** \_\_\_\_ **No** \_\_\_\_

8. Are you related to any member of the City Council or any City Board or Commission member or any City employee? **Yes** \_\_\_\_ **No** \_\_\_\_ If YES, indicate WHO, RELATIONSHIP and POSITION: \_\_\_\_\_

"In accordance with Rule 3, Section 301, of the Tempe Personnel Rules and Regulations, no parent (in-law and step), child (in-law and step), or spouse of a regular employee, City Councilman, Board or Commission member can be hired as a temporary employee, except as a participant in a Cooperative Office Education, Workstudy, or University internship program, or were City of Tempe employees who retired in good standing."

9. Have you ever worked for the City of Tempe? **Yes** \_\_\_\_ **No** \_\_\_\_  
If yes, WHEN: \_\_\_\_\_ Month/Year

10. Dates available: From \_\_\_\_\_ To \_\_\_\_\_.  
Specify times you are available to work on the following table.

Mornings	Afternoons	Evenings	Weekend	Anytime

11. **EDUCATION:** Circle highest grade completed  
**GRADE SCHOOL** 1 2 3 4 5 6 7 8 **HIGH SCHOOL** 9 10 11 12 **COLLEGE** 1 2 3 4 5 6

12. **HIGH SCHOOL AND INSTITUTIONS OF HIGHER LEARNING**  
Name \_\_\_\_\_ Dates Attended \_\_\_\_\_ Major \_\_\_\_\_ Degree or Diploma Obtained \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. In order to verify your previous work experience and/or education, please list other names you have used.  
\_\_\_\_\_

(Turn Over)

**JOB EXPERIENCE:** Include all related job and volunteer experience pertinent to the position you are applying for, in order of most recent experience. Fill in **all** spaces. Be **accurate** and **complete**. You may attach a Resume, but your qualifications will be evaluated on information provided on this form.

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14. **Place of Employment or Volunteer Experience:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip Code

Kind of Business: \_\_\_\_\_ Your Title: \_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Total Time There \_\_\_\_\_

Month/Year Month/Year Year(s) Month

Hours Per Week \_\_\_\_ Starting Wage \$ \_\_\_\_\_ per \_\_\_\_ Present/Ending Wage \$ \_\_\_\_\_ per \_\_\_\_

Description of Work Performed: \_\_\_\_\_

Reason for leaving or wanting to change: \_\_\_\_\_

May we contact this employer if you are considered for the position: Yes \_\_\_\_ No \_\_\_\_

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15. **Place of Employment or Volunteer Experience:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip Code

Kind of Business: \_\_\_\_\_ Your Title: \_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Total Time There \_\_\_\_\_

Month/Year Month/Year Year(s) Month

Hours Per Week \_\_\_\_ Starting Wage \$ \_\_\_\_\_ per \_\_\_\_ Ending Wage \$ \_\_\_\_\_ per \_\_\_\_

Description of Work Performed: \_\_\_\_\_

Reason for leaving or wanting to change: \_\_\_\_\_

May we contact this employer if you are considered for the position: Yes \_\_\_\_ No \_\_\_\_

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16. **Place of Employment or Volunteer Experience:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip Code

Kind of Business: \_\_\_\_\_ Your Title: \_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ Total Time There \_\_\_\_\_

Month/Year Month/Year Year(s) Month

Hours Per Week \_\_\_\_ Starting Wage \$ \_\_\_\_\_ per \_\_\_\_ Ending Wage \$ \_\_\_\_\_ per \_\_\_\_

Description of Work Performed: \_\_\_\_\_

Reason for leaving or wanting to change: \_\_\_\_\_

May we contact this employer if you are considered for the position: Yes \_\_\_\_ No \_\_\_\_

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17. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)? Note: Reckless operation, hit-and-run, driving under the influence, excessive speeding, and similar charges are **not** considered minor traffic offenses; furthermore, an excessive number of traffic violations (including minor/civil offenses) should be reported.

**Yes** \_\_\_\_ **No** \_\_\_\_ If YES, give details, including charges, dates, locations, etc.(attach a separate page if necessary):

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It is to your advantage to provide a full disclosure of your record, as convictions do not automatically bar you from employment with the City. **However, failure to admit convictions will result in automatic disqualification from new or continued employment** (tempered by the specific consideration listed in the "Truth in Application Policy" below).

### TRUTH IN APPLICATION POLICY

The City of Tempe places a prime value on integrity. This value applies to all phases of City business. In particular, the City values, and in fact requires, honesty in completing employment applications. This is important to creating a fair process oriented towards selecting the best candidate. Therefore, the City will not tolerate lies or omissions of material fact on employment applications.

The City of Tempe has a "*zero tolerance*" of untruthfulness in application materials. The City conducts a background check upon hire to verify the information contained in the application. However, at the same time that the City values integrity and truth in applications, it recognizes that people may make mistakes and may learn from them. Therefore, the City's "*zero tolerance*", as stated in this policy, is tempered by the following considerations:

1. Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.
2. Applicants are not required to report convictions that have been expunged or sealed by a court of law.
3. If misstatements or omissions of material fact are discovered after seven (7) years of the date of an application, they may be grounds for dismissal from City employment, but such dismissal will be considered on a case-by-case basis, weighing the severity of the misstatement/omission against subsequent job performance and its relationship to the job.

**I agree and understand that any deliberate misstatement or omission of material fact on application documents will cause forfeiture on my part of all eligibility to any employment with the City of Tempe, and will cause forfeiture of my job if I am currently employed or become employed by the City of Tempe.**

**My signature on this application form acknowledges my understanding and agreement with the above policy.**

18. I certify that all statements made on all application materials are true and complete. In addition, I authorize any individual, company, organization or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date